

County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

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February 17, 2006

TO: Each Supervisor

FROM: Bryce Yokomizo, Director

SUBJECT: **CHANNEL 4 NEWS INTERVIEW**

I want to advise your Board that I was interviewed by Channel 4 this week regarding a story they're doing on confidential documents.

DPSS confidential documents, such as duplicate case records, state printouts, and personnel forms, are picked up for shredding and disposal by a county contract agency. One of our welfare clients recently called our Exposition Park office and told them that she had found confidential documents in our building parking structure. She also told us that she had turned boxes of documents over to a "friend". While possibly unrelated, Channel 4 subsequently contacted us about confidential documents they had in their possession.

Upon investigating our Expo Park office, we found that, due to a high volume of documents that exceeded the capacity of the security bin, we did have boxes of confidential documents stacked for contractor pick up. The documents were not secured per department policy. This was clearly a mistake.

Corrective action has been taken. Additional security bins have been delivered and secure chain-link fencing is being installed this month in facilities where needed. Contract pick up will be closely monitored. Additionally, staff have been counselled regarding the importance of document security. We'll keep our Board Deputies advised if we get advance notice about the airing of the story.

BY:sc

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors

*"To Enrich Lives Through Effective And Caring Service"*